



THRYBERGH ACADEMY

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HEADTEACHER: Mr D Burnham

15th March 2022

Y7 Parents' Evening – Wednesday 23rd March 2022 15:10 - 18:00 - Online Appointment Booking

Dear Parent/Carer

I would like to invite you to attend our Virtual Parents' Evening on **Wednesday 23rd March 2022**.

The school will be using the School Cloud parents' evening system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments with your child's teachers can be made from Tuesday 15th March at 11:00am and will close on 23rd March at 11:00am. Appointments last for 4 minutes and you can use a laptop, desktop, tablet or mobile phone to carry out the appointments.

Please visit thrybergh.schoolcloud.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter.)

On the day of the parents' evening – all you have to do is go onto the website at the correct time and join the video/voice call. Appointments are automatically stopped after 4 minutes. Please note that there is only a limited amount of appointments available for each teacher, so please don't delay. You will receive a reminder email prior to your appointment. **Please test your device before your first appointment.**

NB, if the system does not recognise your details, it will most likely be that the 'Ms, Miss, Mrs' section will be the issue. Please try each of these and let school know if we do not have the correct details stored on our system.

If you have any questions please feel free to email Assistant Headteacher, Mr Rushton at s.rushton@thrybergh.com

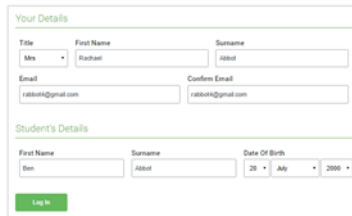
Yours sincerely

Mr David Burnham - Headteacher



Parents' Guide for Booking Appointments

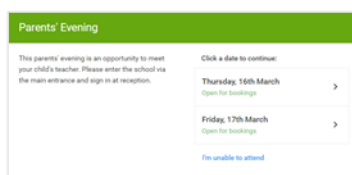
Browse to <https://thrybergh.schoolcloud.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button.

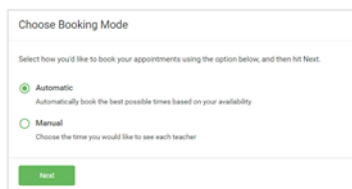
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

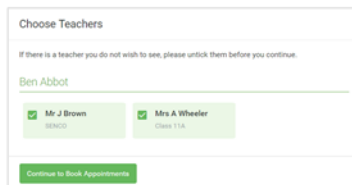
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

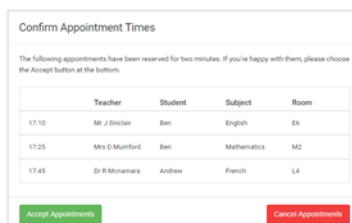
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

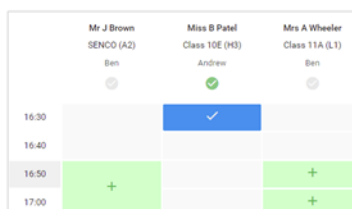


| Teacher | Student | Subject | Room |
|---------------|---------|-------------|------|
| Mr J Sinclair | Ben | English | E5 |
| Mrs D Mumford | Ben | Mathematics | M2 |
| Dr R Monaghan | Andrew | French | L4 |

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.